



कार्यालय कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
श्रम एवं रोजगार मंत्रालय , भारत सरकार  
**Ministry of Labour & Employment, Government of India**  
क्षेत्रीय कार्यालय, **Regional Office**

"भविष्य निधि भवन" अशोक विहार-I, पहड़िया-वाराणसी-221007

**"Bhavishya Nidhi Bhawan" Ashok Vihar -I, Pahariya, Varanasi-221007**

दूरभाष-(Phone)0542-2585738, फ़ैक्स-(Fax)0542-2587736, ई-मेल(e-mail)-sro.varanasi@epfindia.gov.in

सं० क्षे०कार्या०/के०टे०/डी०ई०ओ०/निविदा/2017

दिनांक: 28.12.2017

**निविदा सूचना / TENDER NOTICE**

क.भ.नि.सं. की ओर से क्षेत्रीय कार्यालय, वाराणसी को डाटा प्रविष्टि प्रचालक के संभरण के लिए प्रतिष्ठित कंपनियों से मुहरबंद निविदाएं आमंत्रित किया जाता है ।

निविदा दस्तावेज की अपेक्षा अनुसूची में डाटा प्रविष्टि प्रचालकों की अपेक्षाएं अन्य विवरण के साथ प्रस्तुत की गयी है । निविदा दस्तावेज की लागत रू० 300/- (अप्रतिदेय) है ।

Sealed Tenders are invited on behalf of EPFO from the reputed Man power firms for providing Data Entry Operators to Regional Office, Varanasi. The requirements of Data Entry Operators are furnished in the Schedule of requirement of Tender Document along with other details. The copy of Tender Document is Rs.300/- (non-refundable).

|  |            |
|--|------------|
| निविदा दस्तावेज बेचने की अंतिम तारीख / Last Date for sale of Tender Document               | 20.01.2018 |
| निविदा दस्तावेज डाउनलोड करने की अंतिम तारीख / Last Date for Downloading of Tender Document | 20.01.2018 |
| निविदा दस्तावेज प्रस्तुत करने की अंतिम तारीख / Last Date for Submission of Tender Document | 20.01.2018 |
| निविदा दस्तावेज खोलने की तारीख / Date of opening of Tender Document                        | 21.01.2018 |

निविदा दस्तावेज इस कार्यालय में उलब्ध है अथवा [www.epfindia.gov.in](http://www.epfindia.gov.in) वेबसाइटों में से डउनलोड किया जा सकता है । अगर निविदा दस्तावेज डाउनलोड किया जाता है तो निविदा दस्तावेज की लागत (रू० 300) डिमांड ड्राफ्ट के रूप में निविदा दस्तावेज के साथ संलग्न करना चाहिए । निविदा प्रस्तुत करते समय, डिमांड ड्राफ्ट के रूप में निविदा लागत/अग्रिम धन के बिना प्रस्तुत निविदा दस्तावेजों पर विचार नहीं किया जाएगा ।

निविदा दस्तावेजों को मुहरबंद लिफाफे में प्रस्तुत करना चाहिए और उसके उपर डाटा प्रविष्टि प्रचालक के लिए निविदा लिखकर, श्री आकाश सोनकर, सहायक आयुक्त, प्रशासन, क्षेत्रीय कार्यालय, भविष्य निधि भवन, अशोक विहार, फेस-1, पहड़िया, वाराणसी (उ०प्र०)के नाम से दिनांक 20.01.2018 तक भेजना चाहिए ।

The Tender Documents can be had from this office or downloaded from the website [www.epfindia.gov.in](http://www.epfindia.gov.in). If the Tender Documents are downloaded, the cost of Tender Documents(i.e. Rs 300/- in the form of Demand Draft should be enclosed alongwith Tender Document. The Tender Document submitted without tender cost/Earnest Money Deposit in the form Demand Draft at the time of submission cannot be considered.

The Tender Documents should be in the sealed cover and subscribed as "Tender for Data Entry Operators" and sent by name to **Shri Aakash Sonkar**, Assistant P.F. Commissioner, Admin, Regional Office, Bhavishya Nidhi Bhawan, Ashok Vihar Phase-1, Paharia, Varanasi-221007 (U.P) **on or before 20.01.2018**

वाराणसी / Varanasi

Sd/-

(उपेन्द्र प्रताप सिंह/Upendra Pratap Singh)

क्षेत्रीय भविष्य निधि आयुक्त, वाराणसी

Regional Provident Fund Commissioner, Varanasi



कार्यालय कर्मचारी भविष्य निधि संगठन

**Employees' Provident Fund Organisation**

श्रम एवं रोजगार मंत्रालय , भारत सरकार

**Ministry of Labour & Employment, Government of India**

क्षेत्रीय कार्यालय, Regional Office

"भविष्य निधि भवन" अशोक विहार-I, पहड़िया-वाराणसी-221007

**"Bhavishya Nidhi Bhawan" Ashok Vihar -I, Pahariya, Varanasi-221007**

दूरभाष-(Phone)0542-2585738, फ़ैक्स-(Fax)0542-2587736,

ई-मेल(e-mail)-sro.varanasi@epfindia.gov.in

NO. EPF/RO/VNS/Tender-DEO/CT/2017

Dated:28.12.2017

-2-

### **TENDER NOTICE FOR HIRING OF DATA ENTRY OPERATORS**

Sealed Tender are invited on behalf of EPFO from reputed firms/Man Power Agencies ofr providing DATA ENTRY OPRATORS to Employees' Provident Fund Organisation, Regional Office, Varanasi for the year 2018-19 along with **Earnest Money Deposit (EMD) of Rs.10,000/-** (Refundable if not selected) in the form of **DD drawn on the name of "The Regional P.F.Commissioner"** payable at Varanasi.

2. The last date & time for submission of quotations at the office of the Employees' Provident Fund Organisation, Regional Office, Ashok Vihar, Phase-1, Paharia, Varnasi is **5.30 PM on 20.01.2018**. Tenders received after last date & time will be summarily rejected. The Financial bids will be opened only in those cases where the Technical bid is found to be acceptable as per norms.

### **3. TERMS AND CONDITIONS:**

- i. The Data Entry Operators (DEOs) should be of good health, sound mind, obedient, honest, sincere and should not have bad records.
- ii. The Department will not bear any cost of personal accident/claim for any office facility in respect of the hired Data Entry Operators from your agency.
- iii. The Data Entry Operators and / or agency shall have no right to claim for engagement/employment with the Department under any circumstances.
- iv. The DEO's shall be hired only on short-term contractual basis on the basis of volume of job or work to be done.
- v. The Employees' Provident Fund Organisation, Varanasi takes no responsibility for delay, loss or non-receipt of tender documents sent by post.
- vi. Incomplete bid/bids received after the prescribed date and time shall be summarily rejected.
- vii. he Employees' Provident Fund Organisation, Varanasi reserves the right to accept or reject all or any of bid in part or full without assigning any reasons what so ever.
- viii. Sub-Contracting of the work of any sort will not be allowed.

- ix. The Contractor to whom the work is awarded shall have to ensure security of data provided by the department. The information/data so provided shall not be passed on to any unauthorized persons, agencies or organizations.
- x. If the work done by any hired DEO is not found satisfactory, replacement has to be provided within three working days.
- xi. Working space and requisite hardware such as computer, printers, stationery etc, will be provided by Employees' Provident Fund Organisation.
- xii. Data entry work and typing job has to be carried out under the supervision of the concerned Officer in the rank of Accounts Officer/Assistant P.F. Commissioner/Regional P.F. Commissioner.
- xiii. The Contractor or their operators shall not use the computer or any data media/processors for any personal work or work outside of the scope of the tender.
- xiv. The data entry shall be executed at the premises of the Office of Employees' Provident Fund Organisation, RO, Varanasi under the overall supervision of an officer designated by the Regional P.F. Commissioner in-charge of the Region.
- xv. Generally the working days will be from Monday to Friday, if required the DEOs may be called on Saturday and Sundays for which no additional payment will be made other than the agreed charges.
- xvi. The selected firm/agency is required to execute an agreement in a non-judicial stamp paper valued at Rs. 100/- along with a performance Security (Refundable) for a sum of 5 to 10% of total value of the contract.
- xvii. The invoice/bill for the monthly charges need to be sent within 5 days of completion of the month duly including copies of remittances of EPF, ESIC and other statutory dues every month. TDS as applicable will be deducted from the monthly charges every month. Payment shall be released to the firm based on completion of the minimum expected output by each DEO. TDS will be deducted as per the Income tax rules.
- xviii. The Number of DEOs required would be communicated on monthly basis in advance to the authorized official of the short listed firm on 25<sup>th</sup> of each month for making necessary arrangements. The firm should necessarily ensure that the required number of DEOs are deployed every day as per the communication received from EPFO and in case of non-deployment of the same, penalty of Rs 250/- per day will be levied per person excluding the first day of absence as grace period and deducted in the monthly charges payable to the Agency.
- xix. The deployment of the DEOs is to be regulated through an Attendance Register to be kept by EPFO. The conduct of the DEOs needs to be certified by the firm and in the event of any reported misconduct whatsoever inside the office premises, the firm would be made liable for all the consequences arising thereof. Further if any loss had occurred due to mishandling of the Computer Systems and peripherals by the said DEOs. The same would be made good from the payments due to be released/Security Deposit.
- xx. It will be the responsibility of the Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it and EPFO will have no liability in this regard.
- xxi. For all intents and purposes the service providing agency shall be the "Employer" within the meaning of different Labor Legislations in respect of DEOs so employed and deployed in EPFO. The Persons deployed by the agency in EPFO shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the EPFO.
- xxii. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The EPFO, RO, Varanasi shall, in no way be responsible for settlement of such issues whatsoever.

xxiii. The Persons deployed by the service providing agency shall not claim or not be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of the EPFO, RO, Varanasi during the contract or after expiry of the contract.

xxiv. The EPFO reserves the right to allot the work depending upon the day to day workload and other contingencies.

xxv. The tenders would be opened by a committee of officers at 11.00 AM on 21.01.2018 in the presence of the representatives if any, and the short listed firm would be communicated for executing the contract agreement as per terms and conditions.

#### 4. QUALIFICATION AND EXPERIENCE OF THE DEOS, TO BE HIRED.

##### i. EDUCATIONAL QUALIFICATION:

The Data Entry Operator supplied shall possess minimum qualification of 10+2 Examination passed from any board recognized by Central or State Govt. The same may be relaxed in respect of person have higher experience in above mentioned work in reputed Public/Private Institution/State Govt./Central Govt. Agencies at the discretion of the Regional Provident Fund commissioner, RO Varanasi. Age should be between 18 years and 40 years.

##### II. TECHNICAL QUALIFICATION:

- (a) Knowledge/Certificate in MS Office/Computer Application
- (b) Should possess a speed of not less than 8000 key depressions per hour data entry work.
- (c) Experience in Data Entry in Ms Excel/Webpage and
- (d) Good command over English and excellent Communication skills (Educational and Technical Qualification shall be evaluated by this Office).

##### 5. TECHNICAL BID:

The Tendering Companies/Firms/Agencies are required to enclosed the following, failing which their bids shall be summarily rejected and will not be considered:

1. Photocopies of the following documents duly attested along with Technical Bid as per Annexure-I.
  - (a) Code Number allotment letter issued by EPF and ESIC
  - (b) Registration Certificate
  - (c) Copy of PAN Card
  - (d) Copy of the Income Tax return filed for the last three financial years
  - (e) Copy of the Service Tax registration certificate
  - (f) Registration Certificate in respect of other relevant Labor Law, etc.
2. Photocopy of proof of similar work done like work order/completion certificates, etc for the past three years.

## **6. FINANCIAL BID:**

(a) To be submitted in the format as per Annexure-II

(b) The Tender submitted with less than minimum wages as prescribed by Government of India shall be rejected without any notice.

(c) The bill will be accepted for payment only after successful completion of the monthly target to be fixed by the concerned group/section/officer and on the basis of the certificate of acceptance, accuracy and completeness from him.

## **7. OTHER GENERAL INSTRUCTIONS:**

(1) The Technical and financial bids should be sealed in two separate envelopes. The envelope containing the technical bid should be properly marked as TECHNICAL BID FOR DATA ENTRY OPERATORS in bold capital letters.

(2) Similarly, the envelope containing the financial bid should be marked as FINANCIAL BID FOR DATA ENTRY OPERATORS in bold capital letters.

(3) Both these sealed envelopes should be further placed in a third envelope and sealed which should be marked on the top in bold capital letter as "QUATATION FOR DATA ENTRY OPERATORS-2018-19"

(4) All sealed quotations should be addressed to Regional Provident Fund Commissioner, Employees' Provident Fund Organisation, Regional Office, Varanasi-221007 and should reach this office on or before the last date as mentioned above. The quotation can also be submitted in the drop in box installed at 1<sup>st</sup> Floor of the office Premises.

(5) The Department shall reserve the right to terminate the contract anytime without disclosing any reason to the agency selected.

(6) No. of persons required: – 08 (DEOs)

(7) Working timings :- 09.30 am to 6.00 pm (with lunch break)

(8) Working days : - Monday to Friday

### **Note:**

- **NO. of persons required may vary.**

-Sd/-

(Upendra Pratap Singh)

Regional P.F. Commissioner, Varanasi

ANNEXURE-I

EMPLOYEES' PROVIDENT FUND ORGANISATION  
REGIONAL OFFICE, VARANSI

TENDER FORM FOR PROVIDING DATA ENTRY OPERATORS

- 1. Name, address of firm/Agency \_\_\_\_\_  
And Telephone numbers. \_\_\_\_\_
- 2. Registration No. of the Firm / Agency \_\_\_\_\_
- 3. Name, Designation, Address and Telephone No. of Authorized Person of Firm/Agency to deal with. \_\_\_\_\_
- 4. Please specify as to whether Bidder is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors / Partners should Specified. \_\_\_\_\_
- 5. Provident Fund Account No. \_\_\_\_\_
- 6. ESI Number \_\_\_\_\_
- 7. License Number under Contract Labour (R & A) Act, 1978 If any. \_\_\_\_\_
- 8. Tender cost details \_\_\_\_\_
- 9. EMD Details \_\_\_\_\_
- 10. Any other information \_\_\_\_\_

**11. Declaration by the bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

Name and Address (With Official Seal)

(Signature of the bidder)

**ANNEXURE-II**

**EMPLOYEES' PROVIDENT FUND ORGANISATION  
REGIONAL OFFICE, VARANSI**

**(Financial Bid – rate per DEO per day)**

| SI No | Description                                | Amount (₹) |
|-------|--|------------|
| 1.    | Basic Wages (per day)                      |            |
| 2.    | EPF & EDLI @ 13-15%                        |            |
| 3.    | ESI @4.75%                                 |            |
| 4.    | Total of Wages & Statutory Charges (1+2+3) |            |
| 5.    | Service Charges                            |            |
| 6.    | Total (4+5)                                |            |
| 7.    | Service Tax applicable/GST                 |            |
|       | <b>Grand Total</b>                         |            |

**Note:**

The rate per person per day quoted in the price schedule should be as per the minimum wages specified by the Government of India.

**(Signature of the bidder)**

Name and Address (With Official Seal)

